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MANUAL OF PROCEDURES

for

Cooperative Regional Research

U. S. DEPARTMENT OF AGRICULTURE
Agricultural Research Service

Washington, D.C. April 1958

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SES-OD-1082, Revised

This publication was prepared by State Experiment Stations Division, Agricultural Research Service.

MANUAL OF PROCEDURES FOR COOPERATIVE REGIONAL RESEARCH

1. INTRODUCTION

1.1 This issue of the Manual of Procedures for Cooperative Regional Research revises and extends the information contained in SES-OD-1082 issued March 1956. It was prepared by the Committee of Nine and the State Experiment Stations Division, Agricultural Research Service, with the benefit of suggestions from the experiment station Directors. The procedures described herein relate primarily to the cooperative regional research which is authorized by section 3(c)3 of the Hatch Act, as amended, and supported by allotments of the "Regional research fund, State agricultural experiment stations." This manual may also serve as a guide for cooperative research which is supported by funds other than the Regional research fund.

1.2 The following designations are used hereafter in this manual: RRF for Regional research fund; Hatch Act for Hatch Act as amended August 11, 1955; and SESD for State Experiment Stations Division.

2. LEGISLATIVE AUTHORIZATIONS AND PROVISIONS

2.1 The Hatch Act provides in section 1 for the continuation of "the agricultural research at State agricultural experiment stations which has been encouraged and supported by the Hatch Act of 1887, the Adams Act of 1906, the Purnell Act of 1925, the Bankhead-Jones Act of 1935, and title I, Section 9, of that Act as added by the Act of August 14, 1946, and Acts amendatory and supplementary thereto, and to promote the efficiency of such research by a codification and simplification of such laws."

2.2 Section 3(a) authorizes appropriations for the purposes of the Act of such sums as Congress may from time to time determine to be necessary.

2.3 Section 3(b) provides that each State shall continue to receive the same amount from Federal appropriations as in fiscal year 1955 and subject to the same 20 percent requirement for marketing research. The fund for cooperative regional projects is also continued in the same amount and is designated as "Regional research fund, State agricultural experiment stations."

2.4 Section 3(c) provides for allotments to the States of any sums made available for State agricultural experiment station work in addition to those provided for in subsection 3(b), and, in subsection 3(c)3, specifies the basis for distribution including the following provisions relating to the Regional research fund.

> "Not more than 25 per centum shall be allotted to the States for cooperative research in which two or more State agricultural experiment stations are cooperating to solve problems that concern the agriculture of more than one State. The funds available for such purposes, together with funds available pursuant to subsection (b) thereof for like purpose shall be designated as the 'Regional research fund, State agricultural experiment stations,' and shall be used only for such cooperative regional projects as are recommended by a committee of nine persons elected by and representing the directors of the State agricultural experiment stations, and approved by the Secretary of Agriculture. The necessary travel expenses of the committee of nine persons in performance of their duties may be paid from the fund established by this paragraph."

2.5 The amounts made available to the Secretary of Agriculture for administration of the Act are specified in subsections 3(b) and 3(c)5 and administration is defined to include "participation in planning and coordinating cooperative regional research as defined in subsection 3(c)3."

2.6 Section 4 authorizes the use of appropriations to the States for planning, coordinating, and conducting cooperative research as follows: "The State agricultural experiment stations are authorized to plan and conduct any research authorized under section 2 of this Act in cooperation with each other and such other agencies and individuals as may contribute to the solution of the agricultural problems involved, and moneys appropriated pursuant to this Act shall be available for paying the necessary expenses of planning, coordinating, and conducting such cooperative research."

2.7 Section 5 contains provisions for the payment of allotments to the State agricultural experiment stations, and for their receipt and accounting, and reporting "on or before the first day of September of each year a detailed statement of the amount received under provisions of this Act during the preceding fiscal year, and of its disbursement on schedules prescribed by the Secretary of Agriculture."

3. ORGANIZATION OF COOPERATIVE REGIONAL RESEARCH

Committee of Nine

3.1 The Committee of Nine is established by the provisions of section 3(c)3 of the Hatch Act, which specifies that the Regional research fund "shall be used only for such cooperative regional projects as are recommended by a committee of nine persons elected by and representing the Directors of the State agricultural experiment stations, and approved by the Secretary of Agriculture."

3.2 The method of election and terms of office of the Committee of Nine were first established by action of the Experiment Station Section of the American Association of Land-Grant Colleges and State Universities on December 15, 1946. This action, which provided for 2-year terms of office, was repealed by action of the Section on November 14, 1955, and replaced by the following action which provides for 3-year terms of office.

(1) The Committee of Nine shall consist of eight agricultural experiment station administrators and one administrator of home economics research to be elected by the Experiment Station Section of the American Association of Land-Grant Colleges and State Universities at the time of the annual meeting.

(2) Each of the four regional associations of experiment station Directors will be represented on the Committee by two Directors, each to be nominated for a three-year term.

(3) The Home Economics Division of the American Association of Land-Grant Colleges and State Universities will be represented by one experiment station administrator of home economics research to be nominated for a three-year term.

(4) One or more alternates will be nominated by each regional association of experiment station Directors and the Home Economics Division, and elected by the Experiment Station Section. The alternates shall serve on the Committee of Nine in the absence of a member from the respective region or Home Economics Division. If the Alternate for a region is unable to serve in the absence of a member of the Committee, the chairman of the regional association of Directors is empowered to appoint another alternate for a specified meeting, and the chairman of the Home Economics Division is empowered to appoint another alternate for the home economics member.

3.3 In addition to the duty assigned to the Committee of Nine by law of recommending cooperative regional projects for RRF allotments, the following functions are also performed by the Committee:

(1) Assembling and recommending budget estimates and RRF allotments for regional and interregional projects.

(2) Developing policies and procedures having broad application in the planning, coordination, and conduct of cooperative regional and interregional research.

(3) Promoting the interregional coordination of related regional projects.

(4) Reviewing and evaluating progress in regional research projects and recommending changes in scope or direction of the research, including needed revisions of project outlines, and the termination of projects.

(5) Conferring with administrative officials of the U. S. Department of Agriculture on matters relating to cooperative regional research.

3.4 The Committee of Nine adheres to the following general policies:

(1) That the Committee of Nine consider for recommendation to the Secretary of Agriculture only those projects that have been recommended by the region or regions concerned and transmitted to the Committee by one of the regions.

(2) That the idea of a share of the Regional research fund for each State as an inherent right should not be considered.

(3) That an allotment of the RRF by the SESD to an individual State station indicates that the station has presented an outline of research judged by the technical committee to be in accordance with and in support of the objectives of the regional project and places the responsibility on that station to use these regional funds effectively in the conduct of that contributing project.

The Agricultural Regions

3.5 The four regional associations of experiment station Directors which sponsor and conduct cooperative regional research projects that concern the agriculture of their respective regions include the experiment stations of the following States, Territories, and the Commonwealth of Puerto Rico:

North Central Region: Alaska, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. (13)

Northeastern Region: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and West Virginia. (12)

Southern Region: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, and Virginia. (14)

Western Region: Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming. (12)

Regional Associations of Directors

3.6 The four regional associations of experiment station Directors meet in separate executive sessions and in joint sessions of the Experiment Station Section of the Division of Agriculture during the annual conventions of the American Association

of Land-Grant Colleges and State Universities. Other sessions are held in the separate regions in the spring and summer.

3.7 The principal functions of the regional associations of Directors pertaining to cooperative regional and interregional research include:

(1) Nominating representatives for election to the Committee of Nine.

(2) Selecting problems for regional study.

(3) Designating regional administrative advisers to organize technical committees for planning regional research and preparing regional project outlines.

(4) Approving regional projects and recommending them, with estimates for RRF allotments, to the Committee of Nine.

(5) Preparing annual programs of regional research and budget estimates.

(6) Approving regional publications.

(7) Developing policies and procedures of primary concern to the separate regions.

Committees on Regional Research

3.8 Each regional association of Directors has a committee on regional research consisting of three members elected for staggered 3-year terms. Their functions ordinarily include:

(1) Reviewing and making recommendations to the Directors regarding the approval or disposition of all new and revised regional projects, including their evaluation of the appropriateness and regional significance of these proposals and the adequacy of the procedures, participation, and recommended support.

(2) Reviewing and reporting to the Directors their evaluation of current regional research and making recommendations as to the continuation, revision, or termination of regional projects.

(3) Assembling budget estimates and making recommendations to the Directors concerning RRF allotments for the support of regional research projects.

(4) Performing such other duties pertaining to regional research as may be assigned to them by the regional association of Directors.

Regional Administrative Advisers

3.9 The administrative direction of the planning and operation of a cooperative regional project is delegated by the regional Directors to a research administrator, such as Director or Assistant Director, of one of the experiment stations of the region. He is authorized to organize a technical committee to plan the research and prepare the regional project outline, and serves as a nonvoting advisory member of the committee during the operation of the project.

3.10 The functions of the administrative adviser include:

(1) Organizing the technical committee by inviting the Director of each station and the Director of each interested USDA research division and SESD to name members of his staff to serve on the committee.

(2) Calling and presiding at the first meeting of the committee pending the election of a chairman, and approving the calling of subsequent meetings.

(3) Attending meetings of the technical committee as an adviser and ruling on questions of policy and procedure and other matters pertaining to the planning and operation of the regional project.

(4) Reviewing the recommendations of the technical committee relative to the acceptability of the station contributing projects and, in cases of nonconformity with the objectives, procedures, and work assignments of the regional project, negotiating changes desired by the technical committee with the Director concerned and deciding on acceptance.

(5) Transmitting with appropriate recommendations to the Directors of the region and others concerned, regional project outlines and their revisions, budget estimates, and annual progress reports.

(6) Reporting to the Directors of the region on progress, future plans, budget needs, and other matters concerned with the operation of the regional project.

(7) Conferring with administrators of participating Federal agencies on questions pertaining to the conduct of the regional project to ensure that there is mutual agreement on the responsibilities and obligations of both the region and the agency.

3.11 It is suggested that the administrative adviser review the organization and operation of cooperative regional research as described in this manual with the technical committee at their first meeting. It is important that the technical committee have a clear understanding of their duties and functions in the planning and conduct of the research of the regional project, and their responsibilities to the administrative adviser and the Directors of the cooperating experiment stations. The members of the technical committee should be provided copies of this manual during or prior to the meeting.

Regional Technical Committees

3.12 The membership of the regional technical committee includes: The regional administrative adviser (nonvoting); a technical representative of each cooperating experiment station, appointed by the respective Director; a technical representative of each cooperating USDA research division and other Federal agency named by the Director of the division or head of the agency; a nonvoting, consulting member representing the SESD; and such other nonvoting consultants as seem appropriate. More than one representative of an experiment station may serve on a technical committee where the scope of the regional project involves more than one subject-matter department. Each cooperating station and research division of ARS, AMS, the Forest Service, and other comparable Federal agencies is limited to one vote without regard to the number of its representatives on the technical committee and is entitled to one vote whether or not it is participating with a contributing project. The Federal agencies do not vote on recommendations to the Directors for RRF allotments.

3.13 The chairman, in consultation with the administrative adviser, notifies the technical committee members of the time and place of meetings, prepares the agenda and presides at meetings of the technical committee and executive committee. He is responsible for preparing or supervising the preparation of the annual report of the regional project. The secretary records the minutes and performs other duties assigned to him by the technical committee.

3.14 An executive committee consisting of the chairman and two or more other members of the technical committee may be designated to conduct the business of the committee between meetings and perform other duties as assigned by the technical committee. Other subcommittees are named by the chairman as needed for specific assignments. They may include subcommittees for phases of the regional project,

for reviewing contributing projects, for developing methods, and for preparing publications.

3.15 The technical committee is a distinct entity. It meets in separate sessions and carries out its functions independently of other regional committees having broader interests in the same subject-matter field.

3.16 The functions of the regional technical committees include:

(1) Planning the program of research and preparing the regional project outline and revisions thereof.

(2) Reviewing station contributing project outlines to ascertain whether they conform with the objectives and procedures, and designated work assignments of the regional project. In cases of nonconformity, the administrative adviser negotiates the changes desired by the technical committee with the Director concerned and decides on the acceptance of the revised contributing project outline. The executive committee, project review committee, or the chairman of the technical committee may be designated by the technical committee to review the contributing project outlines.

(3) Recommending budgets to accomplish the objectives of the regional project when so authorized by the regional association of directors.

(4) Reviewing and evaluating the progress of the research and recommending revision or termination of regional and contributing projects.

(5) Cooperating in the preparation of the annual report.

(6) Arranging for the preparation of manuscripts describing the results of the research, and recommending the nature and type of publications.

(7) Coordinating the research activities of the participating State and Federal agencies by mutual agreement regarding the division of research responsibilities, and through the development of methods and procedures to ensure that the results will have regional application.

Regional Coordinators

3.17 Regional projects that involve the active participation of a considerable number of experiment stations may benefit from the employment of a regional coordinator to assist in certain phases of the research and in carrying out the coordinating activities of the technical committee. In some cases, a designated member of the technical committee performs the functions of a regional coordinator. The regional coordinator is responsible to the technical committee in regard to the technical aspects of his activities. His salary and expenses, or parts thereof, are proper charges against the RRF when provision for such payment has been made in the approved project outline and annual budget. Sometimes the salary and expenses of the coordinator are shared by a cooperating Federal agency or the agency may, by agreement, carry the entire cost.

3.18 The duties, responsibilities, and authority of a regional coordinator should be determined and agreed to by the regional Directors and the administrators of the cooperating Federal agencies, and specified in the regional project outline at such time as they can be formalized.

3.19 The functions of regional coordinators may include:

(1) Maintaining contact with the cooperators through correspondence and personal visits, and transmitting pertinent information.

(2) Participating in the assembly and analysis of data.

(3) Assisting in the preparation of forms and details of procedures.

(4) Assisting in the preparation of reports and manuscripts for publication.

4. SELECTING, PLANNING, COORDINATING, AND CONDUCTING COOPERATIVE REGIONAL RESEARCH PROJECTS

Problems for Regional Research

4.1 The broad authorization of section 2 of the Hatch Act permits wide latitude in the selection of subjects for regional research projects, modified, however, by the marketing research requirement. Problems are selected by regional associations of Directors on the basis of needs and recommendations of advisory groups, specialist councils and research committees, State and Federal agencies, and the like.

4.2 The legal requirements concerning allotments of the RRF are met by the cooperation of two or more experiment stations in research on a problem that concerns the agriculture of both States. The trend in the regional research program, however, has been to select problems of wide and important concern to most of the States of an agricultural region. Thus the regional marketing projects are directed, as a rule, to studies of commodities that are produced in a number of States and have extensive inter-State movement, such as cotton, dairy products, livestock, fruits and vegetables, and poultry and eggs. Exceptions have been made, however, in the case of important commodities that concern only a few States, such as citrus fruits and some deciduous fruits. Similarly, the choice of regional projects dealing with problems involved in the improvement and production of plants and animals, and human nutrition and housing has been guided by the principle of wide application to the States of a region.

4.3 While a regional research project may have broad regional interest and application, it does not follow that a number of experiment stations need to participate in the research. The generally accepted policy is to limit the RRF allotments to the minimum number of States necessary for the effective solution of the problem. Problems that are not affected by variations within the region and studies designed to develop principles or methods that have broad application may well be centered at one station having the specialized facilities and staff required. The cooperation of the other stations then consists principally of participation in planning, interpreting, and applying the research.

4.4 Some problems may need the concerted attack of a number of States and Federal agencies in order to obtain data representative of the region. Some marketing projects and studies of the nutritional status of population groups are examples of this type. Other studies which require large areas of land and large numbers of experimental animals beyond the capacity of one or a few States and agencies to supply may also need the concerted efforts of a number of States and Federal agencies in order to accomplish significant progress. The regional projects directed to the improvement through breeding of beef cattle, dairy cattle, and poultry are examples.

4.5 The urgency of a problem may also warrant large-scale coordinated attack by a number of experiment stations in order to provide coverage, adequate replication to ensure scientific validity, and prompt solution. The serious losses to the poultry industry from respiratory diseases represent this type of problem.

4.6 The nature and scope of the problem, the method of approach, and the availability of personnel and facilities are important considerations in determining the desirable

extent of participation by the experiment stations in a cooperative regional research project.

Scope of Regional Research Projects

4.7 A regional research project should be directed toward the solution of a specific problem or closely related problems and have well defined and logically arranged objectives. Projects of indefinite and broad scope or with several diverse objectives tend to be inadequately supported and prosecuted. Subprojects of uncertain relationship to the main objectives lead to confusion, complexity, and wasted effort. However, one must guard against setting up projects so narrow that different disciplines cannot be effectively brought to bear on the important phases of related areas and important basic relationships are disregarded.

4.8 A research project outline sets forth the proposed attack on a specific problem. The word "project" implies recognition and clear statement of the problem, the objectives of the studies to be made, knowledge of the work of others on similar or related problems, development of tentative theories, and initial procedures of attack.

4.9 In summary, a regional project should be:

(1) A problem of wide and important concern to two or more States.

(2) Concentrated at the minimum number of locations necessary.

(3) A concerted attack by participating States and Federal agencies.

(4) Planned to use personnel and facilities to a maximum advantage.

(5) Developed with well-defined and logically arranged objectives, pooled ideas on methodology, and with segments assigned to subcommittees, work groups, and individuals to expedite progress.

(6) Void of unnecessary duplication.

(7) Inclusive of an inventory of available information.

(8) Financed with funds allotted to do specific jobs.

Procedures for Regional Project Outlines

4.10 Regional project outlines should provide information in concise form as to the general approach, working plans, and methods to be used in attaining the objectives of the regional projects. While the details will be set forth in the contributing projects of the State stations and Federal agencies, the regional project outline should contain sufficient information to enable the reader to know the plans and the tentative methods which may be followed. The procedures should correspond to the objectives and follow the same order. The division of work and the initial responsibilities of the participants should be indicated.

4.11 Regional projects are usually developed and activated as follows:

(1) A proposal for a new regional project is considered by one of the regional associations of Directors and an administrative adviser is designated.

(2) The administrative adviser organizes the technical committee by inviting participation and calling a meeting of the representatives designated by Directors of the respondent State and Federal agencies.

(3) The members of the technical committee develop the regional project outline and review the tentative contributing project outlines under the guidance of the administrative adviser. The accepted format for regional project outlines is shown in Appendix A.

(4) The administrative adviser signs and transmits copies of the regional project outline to the committee on regional research for evaluation and recommendation and to each Director. The regional project outline shall be adequately documented in order that the committee on regional research and the Committee of Nine will be able to complete their evaluations. One copy of each proposed and available contributing project outline should be attached. Without the contributing project outlines, the regional project outline will need to be reasonably complete. The regional and contributing project outlines should bear evidence of acceptance by the technical committee.

(5) The committee on regional research evaluates and recommends the project to the regional association of Directors.

(6) The Directors act on the recommendation of the committee on regional research, preferably at a spring meeting when final recommendations for RRF allotments to States under the new and continuing regional projects are made for transmission to the Committee of Nine. The Directors also act on recommendations at other meetings.

(7) The chairman of the regional Directors signs and transmits three (3) copies of the approved regional project outline to the Secretary of the Committee of Nine, preferably for consideration by the Committee at the meeting in February or March. Project outlines may be submitted, however, for action at other meetings, which are normally held in November, and June. The preparation and submission of regional project outlines by the regional associations of Directors is geared in general, to the following time schedule of the Committee of Nine for the receipt of RRF budget estimates:

October 1--Final date for receipt of preliminary estimates by regional projects for the ensuing fiscal year.

June 1--Final date for receipt of proposed RRF allotments to States for the ensuing fiscal year.

(8) The Committee of Nine reviews, approves, and recommends the project to the Director, SESD, for his approval. The regional project outline should bear the signatures with dates of: the administrative adviser; the chairman, regional Directors; and the chairman, Committee of Nine.

(9) SESD approves the regional project and notifies the administrative adviser, the chairman of the regional Directors, and the chairman of the committee on regional research. The approval of a project for initiation in the new fiscal year may be deferred beyond July 1 to provide time for compliance with recommendations of the Committee of Nine.

(10) The State contributing project outlines are submitted to SESD and included in the annual programs by the Directors in the usual manner (see U.S.D.A. Misc. Publ. 515). SESD approves the Federal-grant projects and programs and certifies the stations individually for payment on each regional project from RRF for the new fiscal year under section 3(c)3 of the Hatch Act as early in the fiscal year as possible. Contributing projects of the cooperating Federal agencies will be reviewed and accepted by the technical committee and submitted to SESD for inclusion in the master file of regional research projects (see par. 4.21).

4.12 The same procedure is followed for revisions of regional project outlines except steps 1 and 2.

Termination of Projects and Transition from Old to New Regional Projects

4.13 When changes in regional projects are contemplated, consideration should be given as to whether the present outline should be revised or be replaced by a new project outline. If the objectives are to be changed, the present project should be closed and a new project submitted as outlined in paragraph 4.11 with a new title and number in the regional series. A project will be considered closed on June 30 of the fiscal year when funds have not been allotted by the regional associations of directors and when annual progress reports are discontinued.

4.14 The present project should be extended beyond the date when the new project is begun if completion of the work in progress will require additional field and laboratory work or extensive analysis of data and publishing of results.

4.15 Provision may be made in a new regional project outline for completing work of limited scope initiated under the former project, such as summarizing data and publishing results.

4.16 When an annual report of progress contains information from the former as well as the new project, it should be organized to differentiate between work carried over from the former project and that of the new project.

Subprojects of Regional Research Projects

4.17 The term "subproject" is properly applied to a portion of or a supplement to a regional project, and describes more fully the studies to be performed under one of the major objectives set forth in the outline of the regional project.

4.18 Subproject outlines are not essential to the effective organization and operation of regional projects having limited objectives clearly, specifically, and logically set forth, and with procedures corresponding in sequence to such objectives.

4.19 If subprojects are considered essential to the further development and clarification of objectives, procedures, and responsibilities, each subproject should correspond to a specific objective of the regional project. The same procedure for activation is followed as for new and revised outlines.

Contributing Project Outlines

4.20 The regional project outline is the charter or framework around which cooperative regional research is built, but is not in itself a means of conducting the investigations. The regional project is put into action by means of separate projects, which are prepared by the State experiment stations and the participating Federal agencies to describe their research contributing to the solution of the problem specified in the regional project.

4.21 Contributing projects are usually developed and activated with regional projects as follows:

(1) Prepared by each State experiment station and Federal agency participating in a regional project. During the preparation of the regional project outline by the technical committee, agreement is reached as to the phases of the research which each station and agency can pursue most effectively to ensure coordinated attack, adequate coverage of the problem, and avoidance of unnecessary duplication. Each participating station or agency then prepares a contributing project outline giving in detail the objectives and procedures involved. The research outlined in the contributing projects should relate

specifically to one or more objectives of the regional project and should not include unrelated phases of a broader problem. The form commonly used for experiment station project outlines (Appendix B), or any form prepared by the station, may be used for contributing project outlines subject only to the requirement that it contain all of the necessary information.

(2) Reviewed for conformity by the technical committee. The contributing projects of the participating experiment stations and Federal agencies are reviewed by the technical committee or its subcommittee as to conformity with the objectives, procedures, and designated work assignments of the regional project. Suggested criteria for evaluation are:

(a) The promise, or possibility, that the research proposed will contribute to the satisfactory accomplishment of one or more of the objectives of the regional project, and the extent to which it is part of a planned, coordinated attack.

(b) The scientific merit of the project as reflected in the research design and the plan for developing the research.

(c) The research qualifications of the person or persons expected to conduct the research proposed.

(d) The promise that the research proposed will contribute new knowledge, or will test preliminary observations, or can be defended as a necessary scientific check on conclusions from previous research.

(e) The extent and quality of the resources available to the person or persons expected to conduct the research proposed.

When found to be in conformity, the contributing projects are accepted by the technical committee. The administrative adviser so notifies the Directors concerned and the SESD. The contributing project outline should bear evidence of acceptance by the technical committee. The following form is suggested:

TO: Director

FROM: Administrative Adviser for (number and title of regional project)

SUBJECT: Acceptance of Contributing Project

This is notification to you that Project No. ____ entitled _____ _____ has been reviewed and accepted by the Technical Committee for _____. It has found the project outline to be in conformity with the objectives, procedures, and work assignments of the regional project.

_____ _____
Administrative Adviser Date

The technical committee does not approve contributing projects. This is a responsibility of the station Director and of the SESD for projects that are to be supported by the RRF or other Hatch funds. In cases of nonconformity, the administrative adviser negotiates the desired changes with the Director concerned, and decides on the acceptance of the revised contributing project.

(3) Made available (1 copy) to committee on regional research and to the Committee of Nine for information and assistance in reviewing the regional project.

One copy of each proposed and available contributing project outline should be attached to the regional project outline in order that the committee on regional research and the Committee of Nine will be able to determine that the objectives of the regional project are covered adequately, how the procedures will be carried out, and how coordination will be accomplished. These contributing project outlines need not be the final approved copies, but they should at least have had the tentative acceptance of the technical committee and the preliminary approval of the Director concerned. Without the contributing project outlines, the regional project outline will have to be reasonably complete to enable the Committee to make an evaluation.

(4) Approved by the Director concerned, who transmits three (3) copies to the SESD. A contributing project supported wholly or in part by an allotment of the Regional research fund or other Hatch funds must have the approval of the Director concerned and the SESD as a basis for the allotment and expenditure of such funds.

(5) Approved by the SESD if RRF or other Hatch funds are allotted for its support; recorded and filed for reference if supported wholly by funds other than Hatch. At least three (3) copies of contributing projects supported wholly by State or other non-Federal funds and those of Federal agencies are submitted to the SESD for recording as contributing projects and filing for reference with the regional project outline. Allotments of the Regional research fund may be supplemented by funds appropriated for the State agricultural experiment stations under other sections of the Hatch Act and/or non-Federal funds. The source of supporting funds does not affect the status or validity of the contributing project.

4.22 U. S. Department of Agriculture representatives on regional technical committees will follow essentially the same procedures as the State station representatives in documenting and clearing projects and in preparing annual progress reports for each regional project.

(1) When, as the result of an agreement with a regional technical committee, a research division wishes to initiate new work that will represent a substantial phase or phases of a regional project it shall develop and document one or more line projects to cover such work stressing the regional relationship. Such line projects shall be documented and approved according to standard procedures for Departmental line projects.

(2) Subsequent to Department approval, the project descriptions shall be submitted by the division involved, for review by the regional technical committee or its subcommittee as to conformity with the objectives, procedures and designated work assignments of the regional project.

(3) When found to be in conformity, the contributing projects will be accepted by the technical committee, and the administrative adviser will notify the research division Directors concerned and the State Experiment Stations Division. In cases of nonconformity, the administrative adviser will negotiate the desired changes with the research division concerned.

4.23 In some cases research divisions of USDA that have representatives on regional technical committees have line projects already in progress with objectives some or all of which are closely related to those of regional projects. A division may submit such projects for formal acceptance by a regional technical committee, if it so elects. Where there is related current research not formally submitted as a contribution to a regional project or not accepted by a regional technical committee the division's representative is responsible for informing the committee of its existence and of the progress made on it.

4.24 Copies of USDA projects which are accepted as contributing to regional research will be provided by the ARS Central Project Office for inclusion in the master file of regional research projects maintained in the State Experiment Stations Division.

Budget Estimates and Allotments

4.25 Budget estimates and allotments are prepared as follows:

(1) The technical committee, when so authorized by the Directors, prepares an estimate of the funds needed to carry out the objectives of the regional project.

(2) The estimate is submitted by the administrative adviser to the committee on regional research, which assembles and adjusts the estimate for all projects and presents them to the regional Directors for approval.

(3) When approved by the regional association of Directors, the estimates are transmitted by its chairman to the Secretary of the Committee of Nine for review, adjustment within the national total, and recommendation for approval.

4.26 The time schedule required to meet deadlines of the Bureau of the Budget and the Congressional Committees on Appropriations calls for (1) the submission of preliminary estimates by regional project totals for the ensuing year to the Committee of Nine on or before September 1, and (2) the submission to the Committee of Nine of recommendations for allotments to the States under the regional project totals in preliminary form on or before February 1 and in final form on or before June 1. The latter are considered in preliminary form by the Committee of Nine at their spring meeting and approved in final form in June by the Committee of Nine and the Director, SESD, or as soon thereafter as Congressional action on appropriations will permit. The RRF allotments are certified to the Secretary of the Treasury for payment to the treasurers or other officers of the experiment stations as early in the fiscal year as possible, depending on receipt and approval of the contributing projects and Congressional action on appropriations.

Annual Progress Reports

4.27 The work of the cooperators under each regional project that received allotments of the RRF is summarized and consolidated in an annual progress report prepared by the chairman of the technical committee or under his direction and cleared through the administrative adviser for editing and approval. The reports cover the period of a calendar year, and eight (8) copies are transmitted by the administrative adviser to the SESD on or before February 1 of the following year. Copies are also sent to the members of the technical committee, the station Directors of the region, and the administrative officials of cooperating USDA and other agencies. Annual reports are also sent to the administrative advisers and chairmen of technical committees of companion or counterpart projects in other regions in order to promote interregional coordination. A format with suggestions for preparing annual reports is shown in Appendix C.

4.28 When a Departmental line project is accepted as "contributing" to a regional project the division conducting the project is responsible for making an annual report of progress on it, in such form and at such time as is acceptable to the regional technical committee for inclusion in the project annual report. Progress will also be indicated in the work project annual report to the Office of the Administrator, ARS. The form and frequency of reporting on other related Departmental work shall be agreed upon by the division involved and the regional technical committee.

Notices and Minutes of Technical Committee Meetings

4.29 The chairman of the technical committee or the administrative adviser transmits notices of technical committee meetings to all members and two copies to SESD, one of which may be sent direct to the SESD representative on the committee. The secretary of the technical committee records the minutes of meetings and usually makes a resume for distribution to all members and the administrative adviser. This may be specified in the regional project outline by the committee as a duty of the regional coordinator. The resume should include: time, place and date of meeting; attendance by name of individual and station or agency; recommendations and actions of the Committee; items of special interest; newly elected officers; and plans for future meetings. Two copies should be made available to the Secretary of the Committee of Nine, one of which may be sent direct to the SESD representative on the technical committee. Additional distribution will be made as requested by the regional associations of Directors. Minutes should be prepared and distributed as soon after technical committee meetings as possible.

Publishing the Results

4.30 It is a responsibility of the administrative adviser and the technical committee to see that the findings of the regional research project are made available by prompt publication either as regional bulletins or individual technical papers, station bulletins, etc. Because of the number of persons and cooperating agencies involved in a regional research project, it is important that procedures be adopted to ensure prompt review and clearance of regional manuscripts and early publication of results. Procedures of a general character are established by the regional associations of Directors, and details are worked out by the technical committee within these general rules. The need for review and clearance of manuscripts will vary according to the type of publication and whether it has local, State, or regional significance.

4.31 Regional bulletins are sponsored jointly by the cooperating stations and Federal agencies and are published by one of the stations or agencies in sufficient numbers to provide copies to the other stations for distribution within their States. Publication costs may be paid from an RRF allotment provided for this purpose, or the cooperators may share the costs by purchasing the desired number of copies from the station doing the publishing.

4.32 In the usual format the cooperating agencies are listed on the front cover of the regional bulletin, which may carry a number in the bulletin series of the publishing station as well as in the regional series. A map may also be used to delimit the region and designate the cooperating States. Suitable acknowledgment of the cooperation and reference to the regional project may be made elsewhere in the regional bulletin with listings of the technical committee, publications committee, authors, and other pertinent information. The usual acknowledgment of cooperation and support also is expected in individual publications of any type reporting on regional work.

4.33 If news releases are to be made simultaneously by the cooperating agencies, they should be submitted for review and approval with the manuscript on which they are based.

4.34 Technical papers and station bulletins may be published by individual participating stations and Federal agencies with the usual acknowledgment of the regional project under which the research was done.

5. INTERREGIONAL COOPERATION IN RESEARCH

5.1 The boundaries of the four agricultural regions as recognized by the experiment station Directors do not delimit the agricultural problems that require research for their solution. Some problems are national in scope with local aspects, some

may concern the States of a region and other States bordering it, and some may involve only a few States within a region. The experiment stations have recognized the need for cooperation in research between the regions and several methods have been developed to accomplish it.

Exchanging Information

5.2 The coordination of research on a problem that concerns the agriculture of two or more regions should be encouraged by the exchange of annual reports, publications, and minutes between the technical committees of related regional projects. These exchanges are usually made by the administrative adviser who transmits the required number of copies to the administrative advisers of the other regions for distribution to the members of their technical committees. Discussion and correspondence between individuals are effective ways of supplementing such exchanges. The staff members of the SESD assist in various ways through their attendance at technical committees in all regions.

Attending Meetings in Other Regions

5.3 More formal procedures for interregional coordination are developed in some cases where close working relations between the similar projects of two or more regions are desired. This is accomplished by having the chairman or other representative of a technical committee attend and participate in the annual meeting of a technical committee in another region. Each regional technical committee in rotation may invite the representatives of the technical committees of other regions to attend their meetings. Joint and concurrent meetings of the full technical committees of two or more regions are held occasionally.

Interregional Coordinating Committees

5.4 These committees, composed of representatives of technical committees, cooperating USDA agencies, and a representative of the SESD hold national meetings apart from the regional technical committees. The representatives of a region usually include the administrative adviser, regional coordinator, and one or more members of the technical committee. Interregional coordinating committees meet annually or from time to time as the need arises. They are concerned with matters requiring uniformity of action, division of work, exchange of materials, and other problems that require the coordinated efforts of the cooperating agencies.

Participating in Research of Other Regions

5.5 The interests of a State in a research problem may be more closely allied with those of a neighboring region than the parent region. In such cases, the station may request or be invited to have representation on the technical committee, present a contributing project, and participate in the research of a regional project sponsored by the neighboring region. The contributing project of the "border" State may be supported by an RRF allotment made by the sponsoring region and by other funds provided by the participating station.

Interregional Projects

5.6 Provision for cooperative research between experiment stations of two or more regions may be made under formal project outlines recommended by the Committee of Nine and approved by the SESD. RRF allotments to interregional projects are made from a reserve set aside by the Committee of Nine within the total of available funds and prior to allocations to regional projects. Procedures relating to the organization and administration of interregional projects are described as follows:

5.7 Two types of projects are recognized as suitable for allotments of interregional funds: (1) The centralized type of project (i. e., IR-1), whereby a laboratory, a repository, a breeding unit or some special facility or research activity is made

available or performed for experiment stations in all regions; (2) the type of research project whereby a planned, coordinated attack is made on a problem of national significance which is not now being covered in regional projects.

5.8 Recognition of these two types of interregional projects does not preclude consideration of other types.

5.9 Each interregional project will have an interregional administrative advisory committee composed of one Director from each region to be selected by the regional association of Directors. The chairman to be selected by this committee serves as the interregional administrative adviser.

5.10 The regional associations of Directors have the final responsibility of selecting the experiment station or stations in their regions best qualified to work on the project. Each regional association of Directors selects a well-qualified technical representative to serve as an initial member of the technical committee and to cooperate with the administrative advisory committee in the preparation of the interregional project outline. The completed membership of the interregional technical committee consists of the interregional administrative adviser (nonvoting), the four technical representatives selected by the regional associations of Directors, a representative of each additional cooperating State station and Federal agency actively participating in the project, and a nonvoting representative of the SESD.

5.11 The functions, responsibilities, and authority of the interregional administrative advisers and technical committees are the same as for regional administrative advisers and regional technical committees. On all matters of policy and allocations each region has one vote on the technical committee.

5.12 For first consideration, project proposals should have title, objectives, justification, and budget.

Time Schedule for Interregional Projects

5.13 (Regional associations of Directors may submit interregional project proposal for consideration at the June meeting of the Committee of Nine.)

Spring Meetings of Regional Directors	New interregional projects are selected and preliminary outlines are prepared for recommendation to the Committee of Nine.
June	Committee of Nine makes preliminary selection of interregional project proposals and determines the amounts to RRF to be reserved for new interregional projects. Preliminary outlines of the interregional projects selected by the Committee of Nine are transmitted to the regional Directors for indication of their interest, probable participation, and recommendations.
Summer Meetings of Regional Directors	Proposed interregional projects transmitted by the Committee of Nine are reviewed and a priority listing of projects recommended for approval is prepared and forwarded to the Committee of Nine.
November	Committee of Nine makes the final selection of interregional projects and invites regional Directors associations to designate administrative adviser and technical representative to serve on the interregional technical committee for the further development of the projects, including recommended fund allocations.
November Meetings of Regional Directors	Members of the interregional advisory committee and technical representatives are selected for each interregional project to be activated.

February or March	Interregional projects and preliminary fund allocations are approved by the Committee of Nine.
June	Final action on RRF allotments by the Committee of Nine.

6. ADMINISTRATION OF THE REGIONAL RESEARCH FUND

6.1 The Secretary of Agriculture is charged with responsibility for the proper administration of the Hatch Act and is authorized and directed to prescribe such rules and regulations as may be necessary to carry out its provisions. The duties assigned to the Secretary of Agriculture include: (1) Furnishing such advice and assistance as will best promote the purposes of the Act, including participation in coordination of the research initiated by the State agricultural experiment stations; and (2) indicating such lines of inquiry as to him seem most important, and encouraging and assisting in the establishment and maintenance of cooperation by and between the several State agricultural experiment stations and between the stations and the United States Department of Agriculture. Administration is defined in subsection 3(e) to include participation in planning and coordinating cooperative regional research.

6.2 The administration of the RRF is governed by the general provisions that pertain to all funds appropriated under the Hatch Act as grants to the States. The provisions that relate to depositing and accounting for allotments are stated below, together with some requirements and regulations which apply more specifically to the RRF.

Depositing and Accounting for Allotments

6.3 In accord with the provisions of Section 5 of the Hatch Act, the treasurer or other officer appointed by the governing board of the station receives and accounts for all funds allotted to the States under its provisions. With the approval of the Director, the treasurer reports to the Secretary of Agriculture on or before September 1 of each year a detailed statement of the receipts and expenditures for the preceding fiscal year on forms prescribed by the Secretary.

Reports of Expenditures

6.4 RRF allotments are made only to station projects that have been approved by the SESD and recorded as contributing projects to approved regional projects. Expenditures for the support of each contributing project from all sources of funds are reported on SES Form 12. As noted above, these reports are due on or before September 1.

Unexpended Balances

6.5 The unexpended balances of RRF allotments are not deductible from the next annual allotment to the State concerned, as is true of other Hatch funds. They must be returned to the United States Treasury on or before September 1 with the annual financial report. The sum total of all unexpended RRF allotments may be covered in one check made payable to the Agricultural Research Service, United States Department of Agriculture, and forwarded to the SESD.

Other Supporting Funds

6.6 Contributing projects that receive RRF allotments may be supported also by other Hatch funds and/or non-Federal funds.

Within-Station Transfers of RRF Allotments

6.7 RRF expenditures are made only for the support of approved contributing projects under approved regional projects. The amount expended for each regional project may not exceed the amount of the allotment as recommended by the regional association of Directors and the Committee of Nine, and approved by the SESD. The amount of the allotment may, however, be increased or decreased by transfers of allotments or unexpended balances of allotments from one regional project to another.

6.8 Within-station transfers of such allotments or unexpended balances are initiated by the Director concerned not later than June 1, using SES Form 79 as shown in Appendix D.

6.9 The approval of the Chairman of the Regional Directors and the Chairman of the Committee of Nine is required for transfers of $500 or less.

6.10 Transfers of more than $500 require the approval of the administrative adviser of the regional project to which the funds were first allotted in addition to the approvals specified for transfers of $500 or less.

6.11 Within-station transfers of funds from one contributing project to another contributing project, which apply to the same regional project, do not require approval of the Committee of Nine.

Between-Station Transfers

6.12 When it is desired to transfer an RRF allotment or unexpended balance from one station to another for use on the same or another regional project, a letter to the SESD requesting the transfer is prepared by the Director of the station from which the money is to be transferred, and is transmitted in turn to the chairman of the regional association of Directors and the Chairman of the Committee of Nine for approval. The money to be transferred should be returned to the United States Treasury by check drawn to the order of the Agricultural Research Service and sent to the SESD. Direct transfer of funds from one station to another is not permissible. Between-station transfers should be initiated not later than May 1 to permit time for deposit of the funds and payment of the allotment.

Trust Funds

6.13 An RRF allotment may be made to one station in trust to carry-out specified services and activities of a regional character for the benefit of all cooperators under a regional project. The services and activities may include: Payment of expenses of technical committee members to meetings for the planning and coordination of regional projects; salaries and expenses of regional coordinators or project leaders; the establishment and maintenance of regional and interregional facilities and services, such as plant introduction stations, repositories for germ plasm and other research materials; central poultry testing stations; statistical services; expenses for publishing regional bulletins and reports; and for other services and activities as specified in the approved regional and contributing project outlines.

6.14 Each trust-fund allotment is made and disbursed on the basis of an approved contributing project outline of the station having custody of the fund which specifies the services and activities to be performed.

6.15 Trust-funds for planning and coordination may be used for paying the expenses of one representative of each cooperating experiment station and the administrative adviser to authorized meetings of the technical committee of an approved regional project. They may also be used for authorized meetings of subcommittees. In cases where the conduct of the regional project requires the services of workers in more than one subject-matter field, the administrative adviser at his discretion may authorize the payment of travel expenses from the trust fund for more than one representative of a station.

Residues in Trust Funds

6.16 The regional administrative adviser, in consultation with the chairman of the technical committee, is empowered to authorize and approve expenditures of residues in a trust-fund allotment for purposes appropriate to the objectives of the regional project other than the special purposes for which the trust-fund was allotted. They may be used to pay expenses incurred under an approved contributing project by a participating experiment station. In such cases vouchers may be issued against the trust-fund and forwarded to the station having custody of it.

Planning Cooperative Research

6.17 Since RRF allotments may be used only for cooperative regional projects that have been recommended by the Committee of Nine and approved by the Secretary of Agriculture, they may not be used in the development of new regional project outlines. However, as provided in Section 4 of the Act, Hatch funds other than the RRF may be used for the necessary expenses of planning and coordinating cooperative research, including proposed new regional projects. A project and budget for the planning and coordination of cooperative research should be set-up in the Director's office and transmitted to the SESD for approval.

APPENDIX A

FORMAT FOR COOPERATIVE REGIONAL PROJECT OUTLINES

(1) Date.--The outline and all subsequent revisions or amendments should be dated.

(2) Title.--A brief, clear, specific designation of the subject of the research. Avoid unnecessarily long titles and omit superfluous words such as "Study of" or "Investigations of."

(3) Justification.--A statement of the problem, its importance in the agriculture or rural life of the region, the need for an advantage in cooperative attack, and the improvement that may be expected to result.

(4) Previous Work and Present Status.--A brief review of what research has been and is being done on the problem, how it falls short of meeting current and future requirements, and how the proposed work will supplement and extend it. Essential literature citations may be listed at the end of the project outline.

(5) Objectives.--A clear and complete statement of the specific objectives of the project arranged in logical sequence.

(6) Procedure.--A concise statement of the working plans and methods to be used in attaining each of the stated objectives. The division of work and the initial responsibilities of the cooperators should be stated. While the details of procedure will be set forth in the contributing projects, the regional project outline should contain sufficient information to enable the reader to know the general plans and methods which will be followed. The procedures should correspond to the objectives and follow the same order.

(7) Cooperating Agencies.--A list of the State agricultural experiment stations, research divisions of ARS, AMS, the Forest Service, and other comparable Federal agencies represented on the technical committee.

(8) Organization.--The organizational structure and functions of the regional technical committee and its officers (including the regional coordinator), and of any executive committee or subcommittee organized thereunder, together with provisions for calling and holding meetings, reviewing and recommending station contributing projects, coordinating the work of the participating agencies, and the preparation of reports and publications.

(9) Duration.--The probable maximum time required to complete the project and publish the results.

(10) Approvals.--A regional project outline should bear the approvals with dates of the regional administrative adviser, the chairman of the regional association of Directors, the chairman of the Committee of Nine, and Director, SESD.

(11) Budget.--Since budget estimates are prepared annually they should be separate documents for attachment to the regional project outline.

APPENDIX B

FORMAT FOR CONTRIBUTING PROJECT OUTLINES

Contributing project outlines should carry reference to the regional project and conform with its objectives, procedures, and designated work assignments. The following form in common use by the experiment stations is suitable for contributing project outlines.

Title.--A brief, clear specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about.

Justification.--Should present (1) the importance of the problem to the agricultural and rural life of the State or region; (2) reasons for doing the work such as the needs the project will fill and the importance of doing the work now; and (3) ways in which public welfare or scientific knowledge will be advanced.

Previous Work and Present Outlook.--A brief summary covering pertinent previous research on the problem (citing the more important and recent publications from other stations, as well as your own station); the status of current research; and the additional information needed, to which the project is expected to contribute. (Literature citations may be listed at the end of the project outline.)

Objectives.--A clear, complete, and logically arranged statement of the specific objectives of the project.

Procedure.--A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. The location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should provide data suitable for statistical analysis. The statement on procedure should indicate that the research has been carefully planned and should provide for changes when they are necessary to improve the work.

Probable Duration.--An estimate of the maximum time likely to be required to complete the research originally planned and publish the results. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared. A major change in procedure might also necessitate a revision of the project outline.

Financial Support.--Estimated annual allotments (by funds) to (1) salaries, (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses.

Personnel.--The leader or leaders and other technical workers assigned.

Institutional Units Involved.--Each subject matter unit in the agricultural experiment station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, this should be shown.

Cooperation.--A statement as to cooperation with the U. S. Department of Agriculture or any other stations, institutions, or other agencies cooperating formally or informally on the project. List regional project if project is contributing.

APPENDIX C

SES Form 93

ANNUAL REPORT OF COOPERATIVE REGIONAL PROJECTS
Supported by Allotments of the Regional Research Fund,
Hatch Act, as Amended August 11, 1955
January 1 to December 31, 195__

(Eight copies to be sent to the SESD by the administrative adviser.)

1. PROJECT: Number and title of regional project.

2. COOPERATING AGENCIES AND PRINCIPAL LEADERS: Names of the experiment stations, USDA agencies, and any other cooperators, and names of the principal leaders for each.

3. PROGRESS OF THE WORK AND PRINCIPAL ACCOMPLISHMENTS: Summarize in concise form the chief accomplishments and results since the last report, omitting details unless essential to understanding. The work and findings of the cooperators should be presented as group activities for each distinct line of investigation, with credit for specific contributions as needed. Where the research has not progressed to the stage of accomplishments, a brief description may be given of the nature and progress of the work.

4. USEFULNESS OF FINDINGS: How the findings may be or have been used for public benefit. Estimates of acceptance and application of results, and of any economic values inherent in or accruing from them will be helpful in enlisting support for research.

5. WORK PLANNED FOR NEXT YEAR: Any changes in direction or emphasis in the research and in the responsibilities or assignments of the cooperators.

6. PUBLICATIONS ISSUED OR MANUSCRIPTS PREPARED DURING THE YEAR: List by States the titles of and references to publications issued during the year, also titles of manuscripts prepared.

7. APPROVED:

_____	_____
Date	Chairman, Technical Committee
_____	_____
Date	Regional Administrative Adviser

APPENDIX D

SES Form 79

PROPOSED WITHIN-STATION TRANSFERS OF UNEXPENDED BALANCES OF REGIONAL RESEARCH FUND ALLOTMENTS

This form is to be signed in triplicate and two copies forwarded by the Chairman of the Regional Directors to the Secretary of the Committee of Nine. One approved copy returned to the Director will constitute legal authority for the transfer.

Authorization is hereby requested for the transfer of $ _____ from regional project _____ to regional project _____
Number Title Number Title

_____ _____
Date Director, _____ Agricultural Experiment Station

APPROVED:

_____ _____
Date [1] Administrative Adviser, _____ Regional Project

_____ _____
Date Chairman, _____ Regional Directors

_____ _____
Date Chairman, Committee of Nine

_____ _____
Date Director, State Experiment Stations Division

[1] Approval by the administrative adviser of the project from which the balance is transferred is not required for transfers of $500 or less, but the administrative adviser for both regional projects concerned should be informed of the request.

APPENDIX E

REGIONAL PROJECT MATERIALS NEEDED BY THE COMMITTEE OF NINE AND THE STATE EXPERIMENT STATIONS DIVISION

The following number of project outlines, reports, and other materials relating to cooperative regional research are needed by the Committee of Nine and the State Experiment Stations Division. They are to be forwarded to the SESD by the persons indicated.

Regional Research Project Outlines and Revisions.--3 copies signed by the administrative adviser and approved and forwarded by the chairman of the regional association of experiment station Directors for approval by the Committee of Nine and the Director, State Experiment Stations Division. 1 copy of each available contributing project should accompany the regional project outline for review by the Committee of Nine.

Contributing Station Project Outlines.--3 copies of projects recommended for acceptance by the regional technical committee are approved and forwarded by the Director with any additional copies desired for signature and return.

Annual Reports of Regional Projects.--8 copies signed by the chairman of the technical committee and approved and forwarded by the administrative adviser on or before February 1.

Annual Reports of Expenditures.--2 copies on SES Form 12 and 2 copies of the annual financial report containing expenditures on regional projects transmitted by the Director on or before September 1.

Notices of Technical Committee Meetings.--2 copies transmitted by the chairman of the technical committee or administrative adviser. One of these may be sent direct to the SESD representative on the technical committee.

Minutes of Technical Committee Meetings.--2 copies transmitted by the secretary of the technical committee. One of these may be sent direct to the SESD representative on the technical committee.

APPENDIX F

RRF FORMS, OPERATIONS, AND TIME SCHEDULE FOR TECHNICAL COMMITTEES

February 1	SES Form 93	Annual Report of Cooperative Regional Projects due.
February		Subcommittee of Committee of Nine reviews continuing regional projects.
March-April		Regional associations of Directors and Committee of Nine consider new and revised regional projects, continuing projects, and preliminary RRF allotments for next fiscal year.
May 1		Last day for between-station transfers of RRF.
June 1		Last day for within-station transfers of RRF.
June		Committee of Nine considers new and revised regional projects and approves final allotments of RRF for new fiscal year.
July	SES-SL-2018	RRF allotments for fiscal year are certified for payment to State experiment stations.
July-August		Regional associations of Directors consider new and revised regional projects and preliminary estimates of RRF allotments to projects and stations for next fiscal year.
September 1	SES Form 79	Unexpended balances of RRF due U. S. Treasury.
November		Regional associations of Directors and Committee of Nine consider new and revised regional projects.

☆ U. S. GOVERNMENT PRINTING OFFICE : 1958 O - 459335